



ENVIRONMENTAL MANAGEMENT PLAN
SYSTEM LEVEL PROCEDURE
ISO 14001:2004 SOC NEVADA LLC

DOCUMENT NO.

SOC.QP.ENV.0001
ATTACHMENT 5

TITLE

LISTING OF RECORDS & REFERENCE DOCUMENTS

REV. 19

PAGE 1 OF 7

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| RECORDS & REFERENCE DOCUMENTS LOCATIONS AND RETENTION | | | | |
|--|---|----------------------|---------------------------|---|
| Subject Area | Title of Record | Record Format | Location of Record | Retention Library/ Archive |
| All | Analytical Reports | Hard Copy | SOC Env Services | 5 years / Closure of Facility or otherwise stated in the regulation |
| All | Spill Reports | Hard Copy | SOC Env Services | 5 years/ Closure of Facility |
| Air | Air Permits Record Keeping | Hard Copy | SOC Env Services | 5 years/ Closure of Facility |
| RCRA | Hazardous Waste Manifest | Hard Copy | SOC Env Services | 5 Years/ Closure of Facility |
| RCRA | Land Disposal Records | Hard Copy | SOC Env Services | 5 Years/ Closure of Facility |
| RCRA | Biennial Report | Hard Copy | SOC Env Services | 3 years/ Closure of Facility |
| RCRA | Operating Records including but not limited to: Each HW received, location, quantity, methods & dates of treatment, disposal (see 40CFR264.73 for more details) | Hard Copy | SOC Env Services | 5 Years/ Closure of Facility |
| RCRA | HW Permits | Hard Copy | SOC Env Services | 5 years/ Closure of Facility |
| RCRA | Landfill Permits | Hard Copy | SOC Env Services | 5 years/ Closure of Facility |
| RCRA | Weekly HW Inspections/Logs | Hard Copy | SOC Env Services | 3 years/ Closure of Facility |
| RCRA | Annual Certification for Waste Minimization | Hard Copy | SOC Env Services | 5 years/ Closure of Facility |
| RCRA | Remediation Records | Hard Copy | ACO Env Services | Closure of Facility |
| Water | NPDES Permits | Hard Copy | SOC Env Services | 5 years/ Closure of Facility |
| Water | SPCCP | Hard Copy | SOC Env Services | 5 years or change |
| Water | SPCCP Tank and Pipe Inspections | Hard Copy | SOC Env Services | 3 years/ Closure of Facility |
| TSCA | Asbestos Records | Hard Copy/ Computer | SOC Env Services | 5 years / Closure of Facility |
| TSCA | TSCA | Hard Copy | SOC Env Services | 5 years / Closure of Facility |
| NEPA | NEPA Records | Hard Copy/ Computer | SOC Env Services | 5 years/ Closure of Facility |
| UST | UST Records | Hard Copy | SOC Env Services | 5 years / Closure of Facility or otherwise stated in the regulation |

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| EPCRA | MSDS' | Hard Copy | SOC Env Services | Closure of Facility |
| EPCRA | EPCRA Records | Hard Copy/ Computer | SOC Env Services | 3 years/ Dispose |
| EMS | Management Review Records | Hard Copy/ Computer | SOC Env Services | 5 years/ Duration of Contract |
| EMS | Audit Records | Hard Copy/ Computer | SOC Env Services | 5 years/ Duration of Contract |
| EMS | Memo for Deputy Assistant Secretary of the Army - Subject: EMS Implementation Criteria | Hard Copy/ Computer | SOC Env Services | 5 years/ Duration of Contract |
| EMS | US Army Implementers Guide | Hard Copy/ Computer | SOC Env Services | 5 years/ Duration of Contract |
| EMS | EMS Manual | Hard Copy/ Computer | SOC Env Services | 5 years/ Duration of Contract |
| EMS | External and Internal Records | Hard Copy/ Computer | SOC Env Services | 5 years/ Duration of Contract |
| Environmental Laws | 40 Code of Regulations | Electronic - Internet | Engineering Services | Until Updated |
| Safety | DU - Munitions | Hard Copy | SOC Env Services | Until Updated |
| SOC GM | Day & Zimmermann Policies | Hard Copy | SOC GM | Keep IAW Company Policy |
| SOC GM | SOC Policies | Hard Copy | SOC GM | Keep IAW Company Policy |
| SOC GM | Day & Zimmermann Hawthorne Corporation Meeting Minutes | Hard Copy | SOC GM | Keep IAW Company Policy |
| All | Training Records | Hard Copy/ Computer | SOC Human Resources | 3 years |
| Contract | SOC Contract with the Government | Hard Copy | SOC Contract Admin & Purchasing | Duration of Contract |
| Contract | DARCOM Drawings for the storage and shipment of hazardous materials | Electronic & Hard Copy | SOC QA | Duration of Contract - Replace upon receipt of revision |
| Contract | Standing Operating Procedures | Hard Copy | SOC QA | Duration of Contract - Replace upon receipt of revision |

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| Contract | Depot Maintenance Work Requirements (DMWR) | Hard Copy | SOC QA | Duration of Contract - Replace upon receipt of revision |
| Contract | Technical Bulletins | Electronic | Various Locations | Duration of Contract - Replace upon receipt of revision |
| Contract | Technical Manuals | Electronic & Hard Copy | Various Locations | Duration of Contract - Replace upon receipt of revision |
| Contract | Documentation required under ISO 9001:2008 SOC.QMS.QP.0001 – SOC HWAD Control of Documents SOC.QMS.QP.0002 – SOC HWAD Control of Records SOC.QMS.QP.0003 – SOC HWAD Internal Audits SOC.QMS.QP.0004 – SOC HWAD Control of Non-Conforming Product(s) SOC.QMS.QP.0005 – SOC HWAD Corrective & Preventative Action | Electronic & Hard Copy | SOC QA | Duration of Contract - Replace upon receipt of revision |
| Contract | Quality Assurance Test and Inspection Plans (reviewed and issued as workload requires – see attached list) | Hard Copy | SOC QA | Duration of Contract - Replace upon receipt of revision |
| Quality | Internal Operating Procedures | Hard Copy | SOC QA | Duration of Contract - Replace upon receipt of revision |
| United Nations DOD | ANSI/ASTM Standards (Requirements for the purchase of NMWP – Moisture and Nematode requirements) | Hard Copy/ Computer | SOC QA | Duration of Contract - Replace upon receipt of revision |
| Munitions | Movement, Storage, & Issue of DOD owned Munitions Various DOD Publication (required under contract – some used as reference only) | Electronic (Internet Websites; - DACs) | SOC QA | Duration of Contract - Replace upon receipt of revision |

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|--|--|-----------------------------------|-------------------------------------|---|
| Subject Area | Title of Record | Record Format | Location of Record | Retention Library/ Archive |
| Transportation | Title 49 of the Code of Federal Regulation | Electronic & Hard Copy | SOC QA | Duration of Contract - Replace upon receipt of revision |
| Transportation | Military Standard 129 (latest revision) - Military Marking of Hazardous Materials for Shipment | Electronic & Hard Copy | SOC QA | Duration of Contract - Replace upon receipt of revision |
| Transportation | Military Handbook 138-B - Repair Inspection of Intermodal Dry Cargo Containers () | Electronic & Hard Copy | SOC QA | Duration of Contract - Replace upon receipt of revision |
| Safety | 4145.26-M DOD Contractors' Safety Manual for Ammunition and Explosives | Hard Copy | SOC Safety Office | Expires with SOC contract |
| Safety | Asbestos Plan | Hard Copy/ Computer | SOC Safety and Engineering Services | Closure of Facility |
| Safety | 29 CFR 1910 | Electronic Internet and Hard Copy | SOC Safety and Engineering Services | Duration of Contract - Replace upon receipt of revision |
| Safety | ASTM | Electronic - Internet | Engineering Services | Duration of Contract - Replace upon receipt of revision |
| Safety | AIN | Electronic - Internet | Engineering Services | Duration of Contract - Replace upon receipt of revision |
| Safety | Military Specifications | Electronic - Internet | Engineering Services | Duration of Contract - Replace upon receipt of revision / Archive for reference |
| Safety | Corps of Engineers Specifications | Electronic - Internet | Engineering Services | Duration of Contract - Replace upon receipt of revision / Archive for reference |

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| Safety | Standard Operating Procedures | Electronic and Hard Copy | Engineering Services and Production Planning | Duration of Project - Replace upon receipt of revision / Archive for reference |
| Safety | ACI | Electronic - Internet | Engineering Services | Duration of Contract - Replace upon receipt of revision |
| Safety | Contractor's Safety Manual | Hard Copy | Engineering Services | Duration of Contract - Replace upon receipt of revision |
| Safety | MFPA | Electronic - Internet | Engineering Services | Duration of Contract - Replace upon receipt of revision |
| Safety | Building Codes | Electronic - Internet | Engineering Services | Duration of Contract - Replace upon receipt of revision |
| Safety | Electrical Code | Electronic - Internet | Engineering Services | Duration of Contract - Replace upon receipt of revision |
| Facilities & Utilities | Permits for Water Operations | Hard Copy | Bldg 12 | Display Prominently / Life of contract - renew annually |
| Guards | Army Regulation 190-56; 190-1; 190-13; 190-14; Field Training Manual FT 19-138 | Internet & Hard Copy | SOC Guard Operations | Duration of Contract |
| Guards | National Emergency Management System | Internet & Hard Copy | SOC Guard Operations | Duration of Contract |
| Guards | Emergency Plans found on Intranet; IOPs, SOPs, Letters of Instruction | Intranet | Intranet | Duration of Contract or replace upon receipt of revision |
| Technical | Technical Repair Manuals | Hard Copy - Internet | Mobile Heavy Equipment & MHE | Replace upon receipt of revision |

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| Technical | Calibration Plan | Hard Copy | Electric Shop | Duration of Contract - Update as necessary |
| Technical | National Electric Code | Hard Copy - Internet | Electric Shop | Duration of Contract - Replace upon receipt of revision |
| Munitions & Logistics Directorate | Policies, EMS Manual | Hard Copy - Office Intranet | Munitions & Logistics Dir | 5 year Review annually or as needed |
| Munitions & Logistics Directorate | Mil Specs, Standard Operating Procedures (SOPs) | Hard Copy | At each job location as appropriate | Review as necessary & replace as necessary |
| Munitions & Logistics Directorate | DZHC 000H, DZHC-C445-B-041 | Hard Copy | Munitions & Logistics Dir | Review as necessary |
| Safety | Master Storage Plans | Hard Copy | SOC Storage Planning | Expires with SOC contract |
| Accountability & Traffic | DA 444 Adjustment Report; DA 4697 Request for Investigation | Hard Copy & Computer | Bldg 102-51 | 2 years |
| Accountability & Traffic | DA 4508 Transfer Record | Hard Copy & Computer | Bldg 102-51 | 3 yrs Demil Ops, BATF 5 yrs, Normal Biz 2 yrs |
| Accountability & Traffic | AMC-1385 & 1385-1 Magazine Data Cards | Hard Copy & Computer | Bldg 102-51 | 2 yrs, BATF 5 yrs |
| Accountability & Traffic | 1348 Nomenclature doc of actual items; 1149 Local generated doc replaced 1348; 1907 Hand to hand receipt - Chain of Custody; 626 Vehicle Inspection; 836 Customer Owned & Customer pick up doc | Hard Copy | Bldg 102-51 | As needed per regulation |
| Project Management | Mil Specs, SOPs, LOIs, IOPs, DMWRs and Spreadsheet | Hard Copy and Computer | Bldg 102-51 | As needed per requirement or regulation |

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| Safety | Standard Operating Procedures | Hard Copy | ACO Safety | Duration of Project - Replace upon receipt of revision |
| ACO Range Operations | Range SOP | Hard Copy & Computer | ACO Range Officer | Duration of contracts or replace upon receipt of revision |
| Contractors, subcontractors, vendors, visitors, etc... | ASTM, Contractor Safety Manual, MilSpecs, COE Specs, SOPs, Army Regulations, ANST, NFPA, OSHA, EPA, ASHRAE, Bldg Codes, Electrical Codes, American Concrete Institute, and others | Hard Copy & Internet | Various locations | Life of contract |
| Navy | Standard Operating Procedures | Hard Copy | NUWC & MPCO | Duration of process |
| Navy | Operational Documents | Hard Copy | NUWC & MPCO | Duration of Process |
| MPCO | Navy Standard Operating Procedures (SOPs) | Hard Copy - Office | MCPO | 5 years Reviewed annually |

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